Vermont	PROCEDURES	Food
Stamps		
<u>Social Welfare</u>		
2/1/88	Bulletin No. 87-46	P-2530
D-E		

## P-2530 Changes Within A Certification Period (Continued)

## D. Benefit Delivery

Changes in allotment levels will be done automatically after input of information on the STAT (and FS FIAT panel, if applicable) and APProval of eligibility results.

Coupons will be mailed from Food Stamp Accounting either at the next monthly run or from a daily issuance list for cases receiving increased benefits in the current month or increased benefits for the next month from a change processed after the Master List has been run. Coupons are not held for three working days for changed circumstances; they are mailed the day after receipt of the daily list. (In most instances, this will be two days after the APProval.) Changes which appear on this list have reason codes of CH, II, A1, A2.

## E. Notification

Send a DSW 220, Notice Of Decision, along with DSW 200 (Change Report Form and a return envelope) to each household which reports a change. The DSW 220 should inform the household what effect the change made in its eligibility and allotment level. A DSW 220 must be sent even if the change did not alter the level of benefits. Use either a computer or manual notice.

Notices of adverse actions must contain:

1. a manual citation (this will be done automatically by ACCESS on a computer-generated notice)

and

2. the old and new expense and income amounts and household members used to compute the benefit amount.